

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 11 / 27 / 17

Date of meeting 12 / 06 / 17

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Sean Scoggin

Address: 1123 Lake St.

Phone number and email address: 208-255-7548 - sscoggin@sandpointidaho.gov

Authorized by: Jennifer Stapleton

name of City official

City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Resolution in Support of the Local Strategic Initiatives Program grant application

Summary of what is being requested: Public Works would like to conduct a project that would provide a new overlay on N. Ella St. This grant application would request funds to support the overlay

project through ITD. Application is due December 21, 2017 with funds available in January of 2018.

The following information MUST be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? ☒ ☐
Yes or No

If yes, in what way? Though there is no match requirement associated with this grant, funds are distributed on a reimbursement bases.

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?
Yes or No

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: ☐ ☒

4. Is an enforcement plan needed? **Yes or No** Additional funds needed? **Yes or No**
☐ ☒ ☐ ☒

5. Have all the affected departments been informed about this agenda item? **Yes or No**
☒ ☐

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: November 28, 2017

TO: MAYOR AND CITY COUNCIL

FROM: Sean Scoggin

SUBJECT: Resolution in Support of the Local Strategic Initiatives Program grant application

DESCRIPTION/BACKGROUND:

The Surplus Eliminator Program was established by House Bill 312 (H312) during the 2015 Legislative session. The law states that at the end of the year, remaining funds will be split between the rainy-day fund and the Surplus Eliminator program for state transportation projects administered by the Idaho Transportation Department (ITD). During the 2017 Legislative session, Idaho Law makers voted to continue the Surplus Eliminator program through Senate Bill 1206 (S1206), however now the money is shared 60% to the state system and 40% to the local system for the next two years. For 2018, the total local share of the Surplus Eliminator fund is approximately \$11M (a portion of which goes toward the Joint Children Pedestrian Safety Program). LHTAC will administer the local share through a Local Strategic Initiatives Program. *Per the law, eligible projects must be related to maintenance, and address safety and mobility.*

Funding for this program will be awarded as a grant, with a maximum of award of \$1M. The awarded LHJ is responsible for the administration of the project, and for completing the project within the timeframe given. The grant funds CANNOT be used for project match, or to reimburse the LHJ for any equipment or employee cost. Engineering cost (design and inspection) are limited to 10% of total grant amount on roadway projects and 20% of total grant amount on bridge projects.

City Administration is seeking funding through this program for a project that would provide new overlay on N. Ella, from Pine to Chestnut. This project was identified in the Urban Area Transportation Plan for maintenance in 2011 recommending a chip seal. However, the Public Works Director, Ryan Luttmann recommends a thin overlay instead. N. Ella is not currently designated as a truck route but is listed as a Rural Major Collector. In addition, it contains sharrows and is a major access route to the Litehouse manufacturing facility.

STAFF RECOMMENDATION:

Approve

ACTION:

Council Approval

WILL THERE BE ANY FINANCIAL IMPACT?

Yes. There is not a match requirement associated with these funds. However, they are distributed on a reimbursement basis. City funds will be expended first with reimbursement requested through the funding agency.

No: 17-
Date: December 6, 2017

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

**TITLE: RESOLUTION IN SUPPORT OF THE LOCAL STRATEGIC INITIATIVES
PROGRAM GRANT APPLICATION**

WHEREAS: The Local Highway Technical Assistance Council (LHTAC) is offering a Local Strategic Initiatives Program grant opportunity with a maximum grant award in the amount of \$1,000,000 with no match required for projects related to maintenance, and address safety and mobility;

WHEREAS: City Administration desires to pursue a grant in order to fund new overlay on North Ella Avenue, from Pine Street to Chestnut Street;

WHEREAS: The overlay will increase the safety and mobility of multimodal transportation along North Ella Avenue, which is listed as a Rural Major Collector and a major access route to the Litehouse manufacturing facility;

THEREFORE, BE IT RESOLVED THAT: City Council supports this project and hereby directs City staff to apply for this grant, with the understanding that there is no local match required.

BE IT FURTHER RESOLVED THAT: The Mayor or the City Administrator is hereby authorized to sign any and all documents necessary to apply for this funding.

Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk

City Council Members:

YES NO ABSTAIN ABSENT

1. Eddy
2. Aitken
3. Williamson
4. Camp
5. Ruehle
6. Snedden

Local Strategic Initiatives Program: 2018 Application

Idaho Local Highway Jurisdictions

Submittal Deadline: December 21, 2017 MST



Local Highway Technical Assistance Council

3330 Grace Street

Boise, Idaho 83703

208-344-0565 / 1-800-259-6841

Fax 208-344-0789

www.lhtac.org





INCLUDED IN THIS PACKET

1. APPLICATION INFORMATION

1.1 Program Background

2. PROGRAM GUIDANCE

2.1 Program Guidance for 2018

3. APPLICATION

3.1 Application Questions

3.2 Program Agreement Form

4. SCORING

4.1 Suggested Scoring

1. APPLICATION INFORMATION

1.1 PROGRAM BACKGROUND

The Surplus Eliminator Program was established by House Bill 312 (H312) during the 2015 Legislative session. The law states that at the end of the year, remaining funds will be split between the rainy-day fund and the Surplus Eliminator program for state transportation projects administered by the Idaho Transportation Department (ITD). During the 2017 Legislative session, Idaho Law makers voted to continue the Surplus Eliminator program through Senate Bill 1206 (S1206), however now the money is shared 60% to the state system and 40% to the local system for the next two years. For 2018, the total local share of the Surplus Eliminator fund is approximately \$11M (a portion of which goes toward the Joint Children Pedestrian Safety Program). LHTAC will administer the local share through a Local Strategic Initiatives Program. *Per the law, eligible projects must be related to maintenance, and address safety and mobility.*

ELIGIBLE PROJECTS:

Projects should have all bid documents ready within 90 days of award, and be completed by November 16, 2018. All Local Strategic Initiatives (SI) projects should be on the local system, and be maintenance of existing roadway/bridge facilities.

All Local Highway Jurisdictions are eligible to apply.

APPLICATION:

The application for the Local SI Program is included in this package, and can be found on the LHTAC website, www.LHTAC.org, under the Programs Heading. The submittal package consists of the application sheet, the signed program agreement, pictures of proposed project, a plan set (if applicable) and a schedule to complete the project.

The application is due December 21, 2017 and should be submitted electronically to applications@lhtac.org. The applications will be scored by members of the Local Highway Technical Assistance Council and Staff. Applicants will be notified of award in January 2018, with funds available shortly thereafter.

Limit one application per Local Highway Jurisdiction (LHJ). Jurisdictions with over 200,000 in population may submit up to 2 applications.

FUNDING:

Funding for this program will be awarded as a grant, with a maximum of award of \$1M. The awarded LHJ is responsible for the administration of the project, and for completing the project within the timeframe given. The grant funds CANNOT be used for project match, or to reimburse the LHJ for any equipment or employee cost. Engineering cost (design and inspection) are limited to 10% of total grant amount on roadway projects and 20% of total grant amount on bridge projects.

Each ITD District is guaranteed one project (if an eligible application is received). Projects will be awarded based on total cumulative score. Funding will be provided when bid plans are received and approved by LHTAC. A mid-project written update is required by June 1, 2018. If bid plans are not received within 90 days of award notification, award funds will be granted to the next highest rated project with bid documents ready as determined by LHTAC staff. If the mid-project review is not received, the LHJ may be in jeopardy of receiving future grant funds.

Project close-out documentation and pictures are due by December 3, 2018.

For additional information, please contact LHTAC at (208) 344-0565.

2. PROGRAM GUIDANCE

2.1 PROGRAM GUIDANCE FOR 2018

Statement of Purpose: To publish guidelines for the new Local Strategic Initiatives Program per Senate Bill 1206.

Team: Local Highway Technical Assistance Council

Proposed guidelines and/or rules:

Basic Structure:

- All Local Highway Jurisdictions (LHJs) are eligible to apply
- Application available in September 2017
- Application due December 21, 2017 with a signed program agreement
- Projects should have all bid documents ready within 90 days of award, approximately April 16, 2018
- Project completed by November 16, 2018, with proper close-out documentation submitted

Application:

- Submit application via email to applications@lhtac.org

Scoring:

- Scored by members of LHTAC Council and Staff
- LHTAC staff to provide project recommendations to the LHTAC Executive Council

Funding:

- Fund approximately \$10M in projects
- Maximum award of \$1M (maximum project size can only be 1.5 x award amount)
- Provided as a “grant” for project that is awarded
- Unused funds must be returned
- No match required however local is responsible for project administration (bidding, awarding contract, documentation of project – before, during, and after)

Eligible use of funds:

- Hire contractor to perform work (state procurement rules must be followed)
- 10% of grant funds can be used for engineering services on a roadway project
- 20% of grant funds can be used for engineering services on a bridge project
- CANNOT be used for salaries, equipment fees, or to reimburse sponsor agency for any work
- CANNOT be used to reimburse or pay for any design or construction completed prior award notification
- CANNOT be used for other project match, education, or outreach

Eligibility:

- Must be local highway jurisdiction to receive funds
- Maintenance or replacement of roadways or bridges
- Failure to complete project or comply with terms could jeopardize the opportunity for future funds

3. APPLICATION

3.1 APPLICATION QUESTIONS

Project Title: _____

Check One: Road Project: ☐ (maximum award \$1M)

Bridge Project: ☐ (maximum award \$1M)

Local Highway Jurisdiction Name: _____

Local Highway Jurisdiction Address: _____

*Contact Name: _____

Phone: _____

Email: _____

*Please list the person from your LHJ we should call if we have any questions on this project application.

Amount Requesting: _____

Total Amount of Project: _____

Amount and source of other funds: _____

Please provide the following supportive information in the order listed below.

1. Provide a description of the proposed project. Include the importance and need of the project, the regional benefit, and the overall safety impact to the system. (limit 1 page).
2. Please provide project scope, construction limits and permits, schedule and an estimate.
3. Do you have all right-of-way (R/W) for your project? Explain (limit ½ page) and provide documentation of R/W, easements or commitments.
4. Are your engineering plans ready to bid or will they be ready by April 16, 2018? Provide explanation of progress to date, and evidence of current project development (plan set).
5. How does your project address safety? Do you have evidence or data to support your answer? (limit 1 page)
6. How does your project address mobility? Please explain mobility aspect. (limit ½ page)
7. Is the project on a critical commerce route? Please explain. (limit ½ page)
8. Do you have community support for your project? Please include unique letters of support from the community including fire department, police department, school district, etc. (Limit – 5 single page letters)

3.2 PROGRAM AGREEMENT FORM

Please complete the form and have a signing authority sign the bottom of the form.
Return this form with your completed application.

Local Highway Jurisdiction: _____

Signing Authority: _____

Position: _____

Project Name: _____

Receiving this grant requires the Local Highway Jurisdiction agree to the following program requirements;

- Provide bid documents to LHTAC by April 16, 2018.
- Prepare mid-project update to LHTAC by June 1, 2018.
- Provide LHTAC with a construction schedule before construction begins.
- Follow State Procurement Rules for advertising, bidding and award of contracts
- Provide accounting, before and after pictures and close-out summary form upon project completion
- Complete project construction by November 16, 2018.

ACKNOWLEDGED BY

SIGNATURE

4. SCORING

4.1 SUGGESTED SCORING

1. Description of project; 15 pts
 - a. Excellent description including need, agency & financial benefit + Safety; 15 pts
 - b. Excellent description including need, agency & financial benefit, 10-14 pts
 - c. Adequate description of need/benefit, 5-9 pts
 - d. Poor description of need/benefit, 0-4 pts
2. Scope, limits, estimate; 15 pts (staff to score)
 - a. Feasible scope/schedule, project size, necessary permits/environmental agreements, reasonable estimate; 11-15 pts
 - b. Some concerns with scope, schedule, estimate etc.; 6-10 pts
 - c. Major concerns with scope, estimate; 1-5 pts
3. R/W or easements; 10 pts
 - a. If no additional R/W is needed (own property, have executed property use agreements/easements, etc.); 10 pts
 - b. May need property use agreement for small amount of work on property, or if LHJ has letters of commitments; 5-9 pts
 - c. R/W needs to be acquired including # of parcels; 1-4 pts
4. Bid Ready; 20 pts (staff to score)
 - a. Plans in hand, ready to bid; 17-20 pts
 - b. 75% plans or feasible to develop by April 1, 2018 (verified by scope); 12-16 pts
 - c. 50% plans, needs considerable; 8-11 pts
 - d. 25% plans; 4-7 pts
 - e. Concept/less; 1-3 pts
5. Safety; 10 pts
 - a. If answer includes hard data (crashes, reported near misses, skid marks, etc.) and does an excellent job of explaining safety impacts; 9-10 pts
 - b. If answer includes soft data, and excellent job of explaining safety impacts; 5-8 pts
 - c. If answer includes no data, and does an excellent job of explaining safety impacts; 3-4 pts
 - d. If answer does an adequate job of explaining safety impacts; 1-2 pts
6. Mobility; 10 pts
 - a. Does it improve mobility for all users; trucks, passenger vehicles, and alternative transportation users; 8-10 pts
 - b. Does it improve mobility for 2 of the 3 users; 4-7 pts
 - c. Does it improve mobility for any users; 1-3 pts
7. Commerce; 10 pts
 - a. If the project is to improve a travel way that is currently restricting commerce; 9-10 pts
 - b. If project is on the route that serves as the primary active travel way for manufacturing, agriculture, federal lands or the business district; 5-8 pts
 - c. Other explanation; 1-4 pts
8. Support; 10 pts
 - a. Unique, diverse, and excellent letters or statements of support; 8-10 pts
 - b. Form letters or non-diverse letters of support; 4-7 pts
 - c. Poor community support; 1-3 pts